

**EFFECTIVE**

May 1, 2013.

**Subject**

The software we use to write policy manuals is changing. We are converting manuals one at time from our old system which was Adobe FrameMaker to our new Microsoft system. Historical policy will be viewable as a PDF file for internal DHS users.

As manuals are converted they will be listed on the Policy News & Tips page for internal DHS users. Unless the bulletin states otherwise, no policy content will be changed although the policy effective date will change due to conversion.

The Adult Services manuals have been converted and will have a May 1, 2013 effective date. No policy content has been changed.

Tips for using the new manual software for internal DHS users are located on the Policy News & Tips page.

*Reason:* Policy software update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

## ASG GLOSSARY

ASM 100

ASM 101

ASM 102

ASM 103

ASM 105

ASM 110

ASM 115

ASM 120

ASM 121

ASM 122

ASM 125

ASM 130

ASM 135

ASM 136

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ASM 379H